

Steps for special community events



October 1, 2009

Issue 1

***Safety is Our
concern***

Steps to plan a safe and fun event

Street celebrations, fundraisers, celebrations and other special events enhance the community. This seven step guide will help you plan to safely organize the event and safely serve the public. Fire, police, emergency management officials and food safety experts helped develop these steps with the primary goal of protecting the public.



Food Fun Safety

- 1** Obtain complete and proper information for your planning group so these details can be discussed at your first planning meeting.

Private parties are not the same as public events and may not require permits from every department

If you advertise and ask the public to attend, then you are responsible for their safety.

- 2** Find a location that is zoned for a special event. Obtain written permission from the property owner. Determine from the Building Official if any permits are needed such as temporary structures, electrical, plumbing etc. Determine if signs must be installed to guide people to your event and will this require a permit? Alcohol will require permits from the TABC. If you provide food or drink to the public you must meet the

**If any of these situations apply to your event,
you must contact the City to determine what permits are needed?**

- Blocking or restriction of a street or public area or city owned property
- Sale of merchandise or providing food or beverages to the public
- Erection of a tent equal to or greater than two hundred square feet
- Installation or use of a stage, band-shell, trailer, van, portable building or grandstand or bleachers
- Placement of portable toilets
- Placing of temporary no parking signs
- Amusement rides like carnival rides, bounce houses, climbing walls

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We will need to know

- How many people
- A diagram of the event
- Electrical needs
- Water requirements
- Wastewater disposal
- Plan for security
- How your individual booths or cook-off team areas will be set up
- Name and address of property owner
- Names and contact information for all vendors

A special events application may not be needed, but other permits and inspections may be required even if small numbers of people are expected.

Special Events for Mass Gatherings of People

If 500 people are expected to attend and if your event is 5 hours or more:

Then several permits and inspections are required. The agencies/departments that may conduct inspections during your event include: Fire Marshal, Building Official, Health Officer, Law - Enforcement (including the Texas Alcoholic Beverage Commission).

Contact City departments at least 14 days prior to the date of your event to schedule a meeting with your planning team to discuss questions and applicable rules.



The longer the event the more complicated your planning becomes

3 Have some answers and documents:

Copy of the agreement you and the property owner have signed.

Know the dates and times of your event.

Estimate the maximum number of people that you hope will attend.

Describe on the application the steps you will take to ensure the minimum standards of health, medical, sanitation and safety will be present.

Ingress and Egress (The ins and outs)

4 Detail on the application what steps are taken for traffic control. This includes people and vehicles.

Where will people park and will they be able to leave quickly?

Plan for rain and muddy conditions.

In your safety planning, writing down that you will simply call 911 in an emergency is not enough.

How will emergency vehicles reach the event and will large response vehicles be able to drive near the injured person?

Is there enough room for people, vehicles and equipment?

Parades or street closings will require a parade or block party permit from the Traffic Engineering Department.

Health and safety of your attendees

5 Have you planned for someone becoming suddenly ill from heat stroke, a heart -attack or choking?

Have you planned for how thousands of people would be safe if a fire breaks out or if an emergency situation happens during the event?

How are you going to maintain orderly control of the crowd?

Detail how the physical safety of all attendees will be controlled.

How will medical and first aid be provided for minor injuries?

How will minors be supervised especially if alcoholic beverages are

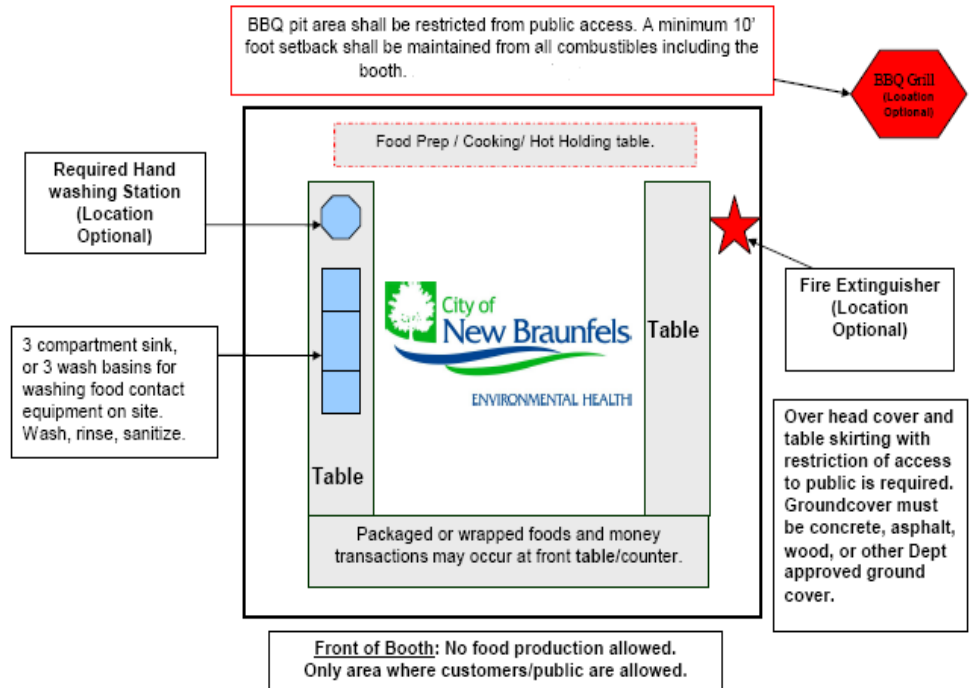


Plan for the unexpected and prepare to act .

What will you do if a severe storm approaches with hail and the possibility of tornadoes. How will everyone evacuate? How will everyone take shelter from the storm?

Design your booth or cook-off team area with safety in mind

- 6 The ideal booth or cook-off team area will have an over head covering, be entirely enclosed except for the serving area and have only one door or flap for entry. Take into account the weather, the wind, the dust and insects. Separate the smoker, grills or other heat producing equipment **at least 10 feet** from anything that could be burned or that might create a situation that could start a fire. This separation includes people. From June through October insects are present. If your event involves food then you must either screen, provide proper air curtains, or protect all food and drinks from contamination. This protection applies to all areas where food is mixed, cut, seasoned and/or served. There is not one solution and by communicating with the Environmental Health Department early, problems can be creatively resolved. **Remember protecting the food is the goal.**



Sample Booth Layout

Decide what services you are going to provide

- 7 Once you know where your event will be located, you must determine if you are going to provide electricity, or require generators. You must know if you have sufficient bathrooms for the anticipated crowd. You must know where water will be obtained and how to collect and dispose of the waste water.

Security is of primary concern when people attend a special event. If a private security firm is not planned, you should secure the services of the police or sheriff's department.



Keeping people safe, that is job one.

Special arrangements for the collection of the trash can be discussed with the Solid Waste Collection department.

If you do not have access to water under pressure or have sanitary sewer connections, call the utilities department and discuss solutions.

Safety is Our concern

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Phone: 806 378 9472
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Email:

We're on the web
<http://www.amarillo.gov>

<i>Amarillo Fire Department</i>	<i>378-4238</i>
<i>Amarillo Police Department</i>	<i>378-9462</i>
<i>Building Safety</i>	<i>378-3041</i>
<i>Environmental Health Department</i>	<i>378-9472</i>
<i>Parks and Recreation</i>	<i>378-3037</i>
<i>Traffic Engineering</i>	<i>378-6297</i>
<i>Water service (Utilities)</i>	<i>378-6825</i>
<i>Solid Waste Collection</i>	<i>378-6810</i>
<i>TABC</i>	<i>353-1286</i>



Keeping our Citizens Safe

Important links to departments with rules and guidelines

<i>Amarillo Fire Department</i>	http://www.amarillofire.com/
<i>Amarillo Police Department</i>	http://www.amarillopolice.org/
<i>Building Safety</i>	http://www.ci.amarillo.tx.us/departments/buildingsafety.htm
<i>Environmental Health</i>	http://www.ci.amarillo.tx.us/departments/ehealth.htm
<i>Parks and Recreation</i>	http://www.amarilloparks.org
<i>Traffic Engineering</i>	http://www.ci.amarillo.tx.us/departments/traffic.html
<i>Water service</i>	http://www.ci.amarillo.tx.us/departments/utilities.htm
<i>Solid Waste Collection</i>	http://www.ci.amarillo.tx.us/departments/solidwaste.htm
Texas Alcoholic beverage Commission	http://www.tabc.state.tx.us/

Follow this link to begin the process of permitting your event.

[www.amarillo.gov/Special Community Events](http://www.amarillo.gov/Special%20Community%20Events)

Applications must be received by the City at least 14 days prior to the event



*If you stake a tent, or need to
penetrate the ground surface,
KNOW WHATS BELOW
**Call 811 before each
job***



It only takes a moment.
Be safe and stay safe